



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: REVISIONS TO THE CIVIL ENGINEER ASSISTANT JOB CLASS SPECIFICATION
DATE: NOVEMBER 18, 2020

The **Civil Engineer Assistant** job classification is assigned to the Community Development Department and is represented by Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Civil Engineer Assistant** job specification are recommended to: 1) revise the job title to **Civil Engineering Assistant** to more accurately describe the position as assisting in applying the discipline of civil engineering, as opposed to assisting a civil engineer, 2) update the job duties and certification language, 3) incorporate language regarding participation in the DMV Employer Pull Notice program, and 4) include language stating the obligation to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Community Development Department and Human Resources Division have collaborated on the recommended changes to the job classification. The HBMT has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title: Civil Engineering Assistant
Pay Grade: MEA106
Affected Employees: None
Recommendation: Approve the updated job class specification

Attachment: Civil Engineering Assistant Job Class Specification

Cc: Sean Crumbly Director of Public Works
Tom Herbel, City Engineer
Bob Milani, Senior Civil Engineer
Terry Tintle, HBMT Chief Steward
Christian Leiva, Teamsters Representative

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE:	0106
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC COE:	PROFESSIONAL

JOB SUMMARY

Under general supervision, performs a variety of engineering tasks involving either public capital improvement or private land development projects; reviews plans and drawings, designs and/or coordinates the design and completion of construction projects, assists with overseeing the City's infrastructure management program, performs administrative duties related to public capital improvement and private land development projects; collaborates and confers with City staff, private developers, contractors, other engineers and the general public.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Civil Engineer

Supervises: May train and supervise interns or other part-time staff

DISTINGUISHING CHARACTERISTICS

The Civil Engineering Assistant performs journey-level professional work in designing and/or coordinating the design and completion of construction projects, performing related contract administration duties, preparing grant applications and/or other required documents for State or federal discretionary or entitlement funds and regulatory compliance. It is distinguished from the Engineering Technician classifications, which are responsible for less complex design and construction projects.

EXAMPLES OF ESSENTIAL DUTIES

- Assists in the review of private land development projects, including plans, subdivision maps and supporting documents;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

- Drafts conditions of approval for minor private land development projects including requirements for off-site improvements and financial obligations;
- Processes tract maps, parcel maps, lot line adjustments, abandonments, quit claims, lot mergers, soils reports and other related documents; ensures compliance with conditions of approval; prepare reports and documents for finalizing projects; collects bonds, fees and deposits;
- Assists at the public counter; reviews minor improvement plans including grading, street, sewer, water and storm drain projects, reviews applications and submittals; recommends modifications or approvals;
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies, procedures and practices related to engineering;
- Conducts field review to ensure compliance with applicable standards and specifications;
- Prepares preliminary and final designs for projects;
- Studies the financial implications of various designs for major projects;
- Reviews plans for conformance with applicable Federal, State and city codes and regulations;
- Prepares bid specifications, requests for proposals for professional services and contract documents, project budgets and cost estimates, and reviews bids or proposals submitted and makes recommendations;
- Drafts items for City Council approval;
- Participates in project design meetings;
- Coordinates workflow and prepares and maintains technical documentation;
- Sets-up necessary funding and accounting;
- Reviews change orders, progress payments or other disbursements;
- Closes-out project upon completion;
- Prepares and submits grant applications and/or other required documents to state and local agencies for State or federal discretionary or entitlement funds;
- Monitors contract activity and prepares reports to ensure regulatory compliance;
- Assists with overseeing the City's infrastructure management program;
- Resolves issues related to project financing or contractor compliance;
- Performs construction inspection duties to ensure compliance with plans and specifications;
- Investigates and responds to inquiries or complaints from the public;
- Serves as City liaison in coordinating the engineering design and approval process with other state, federal or local agencies;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of civil engineering
- Federal, State, and city codes and regulations applicable to private development and public works construction projects
- City and departmental policies and procedures
- Construction principles and practices in public and private industries
- Criteria used in the engineering design of sewer, water, street, storm drain and grading projects
- Methods, materials, equipment, and safety hazards of construction projects

Ability to:

- Read and interpret blueprints, architectural and engineering drawings
- Organize and prioritize work to ensure projects are completed on time
- Maintain and follow department processes and regulations
- Perform engineering-related mathematical computations
- Operate standard office equipment including calculators, personal computers and standard software applications including word processing and spreadsheets
- Utilize computer databases to maintain and update records and files
- Maintain accurate records and files
- Analyze and evaluate information and to express ideas clearly when providing oral or written reports and recommendations
- Establish and maintain effective working relationships with contractors, City staff and supervisors

Education: An Associate's degree in Engineering or related field. A Bachelor's degree in Engineering with major coursework in Civil Engineering may substitute for two (2) years of required experience.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

Experience: Four (4) years of experience in the design or construction of Public Works or private land development projects.

Certifications/Licenses:

Valid California Class C driver license and an acceptable driving record required by time of appointment and during course of employment.

Engineer-in-Training or Land-Surveyor-in-Training certificate required.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. When work is performed outdoors, there is full exposure to various weather conditions. May require moving tools and equipment weighing 50 pounds or less. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0106
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC COE: PROFESSIONAL

JOB DUTIES SUMMARY

Under general supervision, performs a variety of engineering tasks involving either public capital improvement or private land development projects; reviews plans and drawings, designs and/or coordinates the design and completion of construction projects, assists with overseeing the City's infrastructure management program, performs administrative duties related to public capital improvement and private land development projects; collaborates and confers with City staff, private developers, contractors, other engineers and the general public. State and federal funding; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Civil Engineer

Supervises: May train and supervise interns or other part-time staff

DISTINGUISHING CHARACTERISTICS

The Civil Engineering Assistant performs journey-level professional work in designing and/or coordinating the design and completion of construction projects, performing related contract administration duties, preparing grant applications and/or other required documents for State or federal discretionary or entitlement funds and regulatory compliance. It is distinguished from the Engineering Technician lower classifications, Engineering Technician, which are responsible for less complex design and construction projects.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

DATE: DECEMBER, 2004

EXAMPLES OF ESSENTIAL DUTIES

- Assists in the review of private land development projects, including plans, subdivision maps and supporting documents;
- Drafts conditions of approval for minor private land development projects including requirements for off-site improvements and financial obligations;
- Processes tract maps, parcel maps, lot line adjustments, abandonments, quit claims, lot mergers, soils reports and other related documents; ensures compliance with conditions of approval; prepare reports and documents for finalizing projects; collects bonds, fees and deposits;
- Assists at the public counter; reviews minor improvement plans including grading, street, sewer, water and storm drain projects, reviews applications and submittals; recommends modifications or approvals;
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies, procedures and practices related to engineering;
- Conducts field review to ensure compliance with applicable standards and specifications;
- Prepares preliminary and final designs for projects;
- Studies the financial implications of various designs for major projects;
- Reviews plans for conformance with applicable Federal, State and city codes and regulations;
- Prepares bid specifications, requests for proposals for professional services and contract documents, project budgets and cost estimates, and reviews bids or proposals submitted and makes recommendations;
- Drafts items for City Council approval;
- Participates in project design meetings;
- Coordinates workflow and prepares and maintains technical documentation;
- Sets-up necessary funding and accounting;
- Reviews change orders, progress payments or other disbursements;
- Closes-out project upon completion;
- Prepares and submits grant applications and/or other required documents to state and local agencies for State or federal discretionary or entitlement funds;
- Monitors contract activity and prepares reports to ensure regulatory compliance;
- Assists with overseeing the City's infrastructure management program;
- Resolves issues related to project financing or contractor compliance;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

DATE: DECEMBER, 2004

- Performs construction inspection duties to ensure compliance with plans and specifications;
- Investigates and responds to inquiries or complaints from the public;
- Serves as City liaison in coordinating the engineering design and approval process with other state, federal or local agencies;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of civil engineering; Federal, State, and city codes and regulations applicable to private development and public works construction projects; applicable to utility/public works construction;
- City and departmental policies and procedures; Contract administration; Construction principles and practices in public and private industries;
- Criteria used in the engineering design of sewer, water, street, storm drain and grading projects; utility projects;
- Methods, materials, equipment, and safety hazards of utility construction projects.

Ability to:

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

DATE: DECEMBER, 2004

- Read and interpret blueprints, ~~electrical schematics~~, architectural and engineering drawings;
- ~~o~~Organize and prioritize work to ensure projects are completed on time;
- ~~M~~aintain and follow department processes and regulations;
- ~~P~~perform engineering-related mathematical computations;
- ~~O~~perate standard office equipment including calculators, personal computers and standard software applications including word processing and spreadsheets;
- ~~U~~tilize computer databases to maintain and update records and files;
- ~~M~~aintain accurate records and files;
- ~~A~~alyze and evaluate information and to express ideas clearly when providing oral or written reports and recommendations
- ~~E~~stablish and maintain effective working relationships with contractors, City staff and supervisors.

Education: ~~The equivalent of a~~ An Associate's degree in Engineering or related field. A Bachelor's degree in Engineering with major coursework in Civil Engineering may substitute for two (2) years of required experience.

Experience: ~~Four~~ (54) years of experience in the design or construction of Public Works or private land development projects.

Certifications/Licenses:

~~Possession of a v~~Valid California Class C driver license and an acceptable driving record required by time of appointment and during course of employment~~motor vehicle operator's license.~~

~~Possession of a valid~~ "Engineer-in-Training" or "Land-Surveyor-in-Training" ~~c~~Certificate required.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEERING ASSISTANT

DATE: DECEMBER,

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. When work is performed outdoors, there is full exposure to various weather conditions. May require moving tools and equipment weighing 50 pounds or less. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

~~Work is primarily performed in an office environment that requires extended sitting, mobility in the field at construction sites with potential exposure to dangerous machinery and potential physical harm, ability to lift and carry up to 25 pounds, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Jan 2020 PA



City of Huntington Beach
Public Works
Revised – FY 2020/21

Director of Public Works

MAINTENANCE OPERATIONS
AND GENERAL SERVICES

Operations Manager
Administrative Secretary
STREET MAINTENANCE
Street Maintenance Supervisor
Street Maintenance Crewleader
Street Maintenance Leadworker (2)
Street Equipment Operator (3) *
Maintenance Service Worker (5)
LANDSCAPE MAINTENANCE
Landscape Maintenance Supervisor
Landscape Maintenance Crewleader
Landscape Maint. Leadworker (3) *
Landscape Equipment Operator
Pest Control Specialist
Irrigation Specialist
TREE MAINTENANCE
Tree Maintenance Supervisor
Tree Maintenance Crewleader
Tree Maintenance Leadworker
Tree Equipment Operator (3) *
Maintenance Service Worker (2)
BEACH MAINTENANCE
Beach Operations Supervisor
Beach Maintenance Crewleader (2)
Sr. Facilities Maintenance Technician (2)
Beach Equipment Operator (2)
Beach Maintenance Service Worker
FLEET MAINTENANCE
Fleet Operations Supervisor
Equip/Auto Maint. Crewleader (2)
Equip/Auto Maint. Leadworker (3)
Equipment Support Assistant
Mechanic III (6)
Mechanic II (3)
FACILITY MAINTENANCE
Facilities Maintenance Supervisor
Facilities Maint. Crewleader (2)
Facilities Maintenance Technician (3)
Electrician

UTILITIES

Utilities Manager
WATER & SEWER ADMINISTRATION
Water Conservation Coordinator
Warehousekeeper
Stock Clerk (2)
Administrative Secretary
SCADA / GIS / SURVEY
Utilities Technology Coordinator
SCADA Technician
Survey Technician II (2)
GIS Analyst II (2)
WATER PRODUCTION/
Water Production Supervisor
Water Operations Crewleader
Water Operations Leadworker (2)
Water Systems Technician III (3)
Water Systems Technician II (5)
WATER DISTRIBUTION / METERS /
QUALITY
Water Distribution Superintendent
Water Dist. Maint. Crewleader (2)
Water Dist. Meters Crewleader
Engineering Aide
Water Dist. Maint. Leadworker (6)
Water Dist. Meters Leadworker (2)
Water Equipment Operator (4)
Water Service Worker (13)
Water Meter Repair Technician (5)
Senior Water Meter Reader
Field Service Representative
Water Meter Reader (2)
Accounting Technician II
Water Utility Locator
Water Quality Supervisor *
Water Quality Coordinator
Water Quality Technician
Cross Connection Control Specialist (2)
WASTEWATER
Wastewater Supervisor
Wastewater Ops Crewleader
Wastewater Ops Leadworker (3)
Wastewater Equipment Operator (5)
Senior Wastewater Pump Mechanic
Wastewater Pump Mechanic
Wastewater Service Worker (7)

ADMINISTRATION

Administrative Svcs Manager
Senior Administrative Analyst (2)
Administrative Analyst
Senior Accounting Technician
Accounting Technician II
Administrative Assistant
Administrative Secretary
Field Service Representative
Code Enforcement Officer I
Office Assistant II (5)

Deputy Director of Public Works

TRANSPORTATION

Transportation Manager
ENGINEERING / CIP
Principal Civil Engineer
Senior Traffic Engineer (2)
Traffic Engineering Technician
SIGNAL & LIGHTS MAINTENANCE
Traffic Signal/Light Crewleader
Traffic Signal Electrician (2)
Traffic Maint Service Worker (2)
Signs Leadworker *

ENGINEERING

City Engineer
CONSTRUCTION ENGINEERING
Construction Manager
Senior Construction Inspector (3)
Construction Inspector II
Contract Administrator (3)
DESIGN ENGINEERING
Principal Civil Engineer
Senior Civil Engineer (2)
Park Development Project
Coordinator
DEVELOPMENT ENGINEERING
Principal Civil Engineer
Senior Civil Engineer (2)
Real Estate & Project Manager
Senior Engineering Technician
Civil Engineering Assistant
WATER AND SEWER
ENGINEERING
Principal Civil Engineer
Senior Civil Engineer
Associate Civil Engineer
Assistant Civil Engineer
Civil Engineering Assistant
STORMWATER QUALITY
Environmental Service Manager
Admin. Environmental Specialist (2)

* Defunded positions: Landscape Maintenance Leadworker (1), Signs Leadworker (1), Street Equipment Operator (1), Tree Equipment Operator (1), and Water Quality Supervisor (1)



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: REVISIONS TO THE PRINCIPAL CIVIL ENGINEER JOB CLASS SPECIFICATION
DATE: NOVEMBER 18, 2020

The **Principal Civil Engineer** job classification is assigned to the Public Works Department and is represented by the Management Employees' Organization (MEO).

Modifications to the **Principal Civil Engineer** job specification are recommended to update the job duties to reflect assignments in additional areas. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Public Works Department and Human Resources Division have collaborated on the recommended changes to the job classification. The MEO has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Principal Civil Engineer
Pay Grade:	MEO096
Affected Employees:	Two
Recommendation:	Approve the updated job class specification

Attachment: Principal Civil Engineer Job Class Specification

Cc: Sean Crumby, Director of Public Works
Tom Herbel, City Engineer
Debra Jubinsky, MEO Chief Steward
Aaron Peardon, Senior Labor Relations Representative, OCEA

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 (REVISED)

COUNCIL APPROVAL: SEPTEMBER 5, 2006

JOB CODE:	0096
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONALS

JOB SUMMARY

Supervise, assign, review, and participate in the work of staff responsible for providing civil engineering services for an assigned section including the planning and design of various public works projects such as storm drains and sewer systems, water systems; street improvements, improvements of property, and construction by private developers and other departments; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Engineer, Transportation Manager, or as designated by the Director of Public Works

Supervises: Senior Civil Engineer, Senior Traffic Engineer, Associate Civil Engineer, Assistant Civil Engineer, Senior Engineering Technician, Civil Engineering Assistant, Engineering Technician, Traffic Engineering Technician, Engineering Aide, administrative and/or other personnel as assigned

DISTINGUISHING CHARACTERISTICS

Principal Civil Engineer is a management level class requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs. Principal Civil Engineer differs from Senior Civil Engineer/Senior Traffic Engineer in that the Principal plans, organizes, coordinates, and directs the work of a major section involving several programs whereas the Senior Civil Engineer/Senior Traffic Engineer performs advanced journey level engineering work and oversees the work of consultants and other professional staff on a project basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

EXAMPLES OF ESSENTIAL DUTIES

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing civil engineering services within an assigned section
- Establishes schedules and methods for providing civil engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; monitors work activities to ensure compliance with established policies and procedures
- Participates in the development and implementation of goals and objectives; makes recommendations for changes and improvements to existing standards, policies, and procedures
- Administers projects from inception to completion including planning, design, review, public meetings, bidding and construction
- Determines the scope of engineering projects; oversees the preparation of plans and specifications by City staff; prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions and establishes technical criteria and standards
- Monitors design criteria and communicates City ordinances, standards, and policies to ensure compliance with laws, guidelines, and standards
- Approves engineering plans and specifications
- Directs and participates in the planning of assigned capital improvement projects
- Responds to questions and inquiries from the general public, other agencies, developers, contractors, engineering professionals, and City staff regarding engineering and development projects
- Prepares reports and studies on current and future planning and capital improvement projects
- Prepares regional, state and federal grants; monitors and tracks application requests and approved grant programs
- Maintains records and prepares reports concerning operations and programs
- Coordinates activities with other divisions and outside agencies and organizations
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in civil engineering; incorporates new developments as appropriate into existing programs

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related work as assigned

In addition, when assigned to Water Services

- Participates in the development of the five-year water system plan; oversees financial forecasting and analysis activities to ensure that system plans meet future City water needs
- Performs special water system studies to ensure existing facilities are rehabilitated, maintained and operated in an economic manner
- Manages and oversees the maintenance and operations of the water system distribution network analysis model to simulate field conditions; identifies system improvements and upgrades
- Coordinates the review of environmental impact reports and developer studies to ensure water rates, rules and regulations are clarified and understood
- Establishes schedules and methods for providing water engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly

In addition, when assigned to Development Services

- Manages all phases of private development processing for the Engineering Division, including environmental review, entitlement, plan check, and administration
- Demonstrates thorough knowledge of codes and regulations pertaining to land development including Subdivision Map Act, CEQA, NPDES and other local, state and federal requirements
- Applies knowledge of civil engineering principals particularly with respect to site development (e.g. grading and drainage, hydrology and hydraulics, utilities, water quality, and public improvements)
- Demonstrates excellent written and verbal communication skills when preparing written reports for City Council and/or Planning Commission action, and providing in-person support at public hearings

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

- Develops and maintains strong working relationships with staff, management, technical consultants, contractors, developers, and public and private agency representatives
- Successfully manages, in a data-driven and results oriented manner, challenging and competing deadlines through proactive supervision, efficient allocation of resources, and cooperative relationships with staff in other departments as well as other divisions of Public Works
- Represents the department and provides comments to the Planning Department to ensure private development projects conform to City code, policies, and procedures.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of civil and structural engineering
- Pertinent Federal, State and local rules, regulations, ordinances and building codes
- Recent developments and best practices of civil and structural engineering
- Principles and practices of budget preparation
- Principles and practices of project management
- Principles of supervision, staff development, and discipline assessment
- Methods, materials, and techniques used in the construction of public works projects and building design and construction
- If assigned to Traffic, traffic engineering and transportation planning

Ability to:

- Coordinate and direct civil engineering programs
- Supervise, organize and review the work of professional and technical staff
- Select, train, develop and evaluate staff
- Recommend and implement goals, objectives, policies and procedures for providing civil engineering services
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

- Participate in the preparation and administration of assigned budgets
- Prepare engineering computations;
- Prepare and review engineering plans, specifications, and estimates of public works projects
- Administer contracts
- Perform technical research and solve engineering problems
- Conduct comprehensive engineering studies and prepare reports and recommendations
- Achieve the goals of the organization while assisting private developers in meeting their goals
- Plan and organize work to meet changing priorities and deadlines
- Effectively represent the City to outside individuals and agencies
- Respond to requests and inquiries for information
- Travel to various locations within a reasonable timeframe
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work

Education: Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university.

Experience: Eight (8) years professional civil engineering experience in the option applied including three (3) years in a senior or supervisory capacity.

License/Certificates: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Registration in the State of California as a Professional Engineer required. If licensed in another state as a Professional Engineer, California registration must be obtained within twelve (12) months of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater facilities. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. May perform inspections of work in the field requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 9/06

Rev. 1/19 jd

Rev. October, 2020 pa

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 ~~JANUARY 9, 2019~~
(REVISED)

COUNCIL APPROVAL: SEPTEMBER 5, 2006

JOB CODE: 0096
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Supervise, assign, review, and participate in the work of staff responsible for providing civil engineering services for an assigned section including the planning and design of various public works projects such as storm drains and sewer systems, water systems; street improvements, improvements of property, and construction by private developers and other departments; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility. ~~Under administrative direction, plans, organizes and supervises a work unit of public works engineering.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Engineer, Transportation Manager, or as designated by the Director of Public Works

Supervises: Senior Civil Engineer, Senior Traffic Engineer, Associate Civil Engineer, Assistant Civil Engineer, Senior Engineering Technician, Civil Engineering Assistant, Engineering Technician, Traffic Engineering Technician, Engineering Aide, administrative and/or other personnel as assigned

DISTINGUISHING CHARACTERISTICS

Principal Civil Engineer is a management level class requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs. Principal Civil Engineer differs from Senior Civil Engineer/Senior Traffic Engineer in that the Principal plans, organizes, coordinates, and directs the work of a major section involving several programs whereas the Senior Civil Engineer/Senior Traffic Engineer performs advanced journey level engineering work and oversees the work of consultants and other professional staff on a project basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

EXAMPLES OF ESSENTIAL DUTIES

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing civil engineering services within an assigned section
- Establishes schedules and methods for providing civil engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; monitors work activities to ensure compliance with established policies and procedures
- Participates in the development and implementation of goals and objectives; makes recommendations for changes and improvements to existing standards, policies, and procedures
- Administers projects from inception to completion including planning, design, review, public meetings, bidding and construction
- Determines the scope of engineering projects; oversees the preparation of plans and specifications by City staff; prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions and establishes technical criteria and standards
- Monitors design criteria and communicates City ordinances, standards, and policies to ensure compliance with laws, guidelines, and standards
- Approves engineering plans and specifications
- Directs and participates in the planning of assigned capital improvement projects
- Responds to questions and inquiries from the general public, other agencies, developers, contractors, engineering professionals, and City staff regarding engineering and development projects
- Prepares reports and studies on current and future planning and capital improvement projects
- Prepares regional, state and federal grants; monitors and tracks application requests and approved grant programs
- Maintains records and prepares reports concerning operations and programs
- Coordinates activities with other divisions and outside agencies and organizations
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in civil engineering; incorporates new developments as appropriate into existing programs

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related work as assigned

In addition, ~~to the above duties~~, when assigned to Water Services

- Participates in the development of the five-year water system plan; oversees financial forecasting and analysis activities to ensure that system plans meet future City water needs
- Performs special water system studies to ensure existing facilities are rehabilitated, maintained and operated in an economic manner
- Manages and oversees the maintenance and operations of the water system distribution network analysis model to simulate field conditions; identifies system improvements and upgrades
- Coordinates the review of environmental impact reports and developer studies to ensure water rates, rules and regulations are clarified and understood
- Establishes schedules and methods for providing water engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly

In addition, when assigned to Development Services

- Manages all phases of private development processing for the Engineering Division, including environmental review, entitlement, plan check, and administration
- Demonstrates thorough knowledge of codes and regulations pertaining to land development including Subdivision Map Act, CEQA, NPDES and other local, state and federal requirements
- Applies knowledge of civil engineering principals particularly with respect to site development (e.g. grading and drainage, hydrology and hydraulics, utilities, water quality, and public improvements)
- Demonstrates excellent written and verbal communication skills when preparing written reports for City Council and/or Planning Commission action, and providing in-person support at public hearings

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

- Develops and maintains strong working relationships with staff, management, technical consultants, contractors, developers, and public and private agency representatives
- Successfully manages, in a data-driven and results oriented manner, challenging and competing deadlines through proactive supervision, efficient allocation of resources, and cooperative relationships with staff in other departments as well as other divisions of Public Works
- Represents the department and provides comments to the Planning Department to ensure private development projects conform to City code, policies, and procedures.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of civil and structural engineering
- Pertinent Federal, State and local rules, regulations, ordinances and building codes
- Recent developments and best practices of civil and structural engineering
- Principles and practices of budget preparation
- Principles and practices of project management
- Principles of supervision, staff development, and discipline assessment
- Methods, materials, and techniques used in the construction of public works projects and building design and construction
- If assigned to Traffic, traffic engineering and transportation planning

Ability to:

- Coordinate and direct civil engineering programs
- Supervise, organize and review the work of professional and technical staff
- Select, train, develop and evaluate staff
- Recommend and implement goals, objectives, policies and procedures for providing civil engineering services
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

- Participate in the preparation and administration of assigned budgets
- Prepare engineering computations;
- Prepare and review engineering plans, specifications, and estimates of public works projects
- Administer contracts
- Perform technical research and solve engineering problems
- Conduct comprehensive engineering studies and prepare reports and recommendations
- Achieve the goals of the organization while assisting private developers in meeting their goals
- Plan and organize work to meet changing priorities and deadlines
- Effectively represent the City to outside individuals and agencies
- Respond to requests and inquiries for information
- Travel to various locations within a reasonable timeframe
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work

Education: Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university.

Experience: Eight (8) years professional civil engineering experience in the option applied including three (3) years in a senior or supervisory capacity.

License/Certificates: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Registration in the State of California as a Professional Engineer required. If licensed in another state as a Professional Engineer, California registration must be obtained within twelve (12) months of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL CIVIL ENGINEER

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater facilities. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. May perform inspections of work in the field requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 9/06

Rev. 1/19 jd

Rev. October, 2020 pa



City of Huntington Beach
Public Works
Revised – FY 2020/21

Director of Public Works

MAINTENANCE OPERATIONS
AND GENERAL SERVICES

Operations Manager
Administrative Secretary
STREET MAINTENANCE
Street Maintenance Supervisor
Street Maintenance Crewleader
Street Maintenance Leadworker (2)
Street Equipment Operator (3) *
Maintenance Service Worker (5)
LANDSCAPE MAINTENANCE
Landscape Maintenance Supervisor
Landscape Maintenance Crewleader
Landscape Maint. Leadworker (3) *
Landscape Equipment Operator
Pest Control Specialist
Irrigation Specialist
TREE MAINTENANCE
Tree Maintenance Supervisor
Tree Maintenance Crewleader
Tree Maintenance Leadworker
Tree Equipment Operator (3) *
Maintenance Service Worker (2)
BEACH MAINTENANCE
Beach Operations Supervisor
Beach Maintenance Crewleader (2)
Sr. Facilities Maintenance Technician (2)
Beach Equipment Operator (2)
Beach Maintenance Service Worker
FLEET MAINTENANCE
Fleet Operations Supervisor
Equip/Auto Maint. Crewleader (2)
Equip/Auto Maint. Leadworker (3)
Equipment Support Assistant
Mechanic III (6)
Mechanic II (3)
FACILITY MAINTENANCE
Facilities Maintenance Supervisor
Facilities Maint. Crewleader (2)
Facilities Maintenance Technician (3)
Electrician

UTILITIES

Utilities Manager
WATER & SEWER ADMINISTRATION
Water Conservation Coordinator
Warehousekeeper
Stock Clerk (2)
Administrative Secretary
SCADA / GIS / SURVEY
Utilities Technology Coordinator
SCADA Technician
Survey Technician II (2)
GIS Analyst II (2)
WATER PRODUCTION/
Water Production Supervisor
Water Operations Crewleader
Water Operations Leadworker (2)
Water Systems Technician III (3)
Water Systems Technician II (5)
WATER DISTRIBUTION / METERS /
QUALITY
Water Distribution Superintendent
Water Dist. Maint. Crewleader (2)
Water Dist. Meters Crewleader
Engineering Aide
Water Dist. Maint. Leadworker (6)
Water Dist. Meters Leadworker (2)
Water Equipment Operator (4)
Water Service Worker (13)
Water Meter Repair Technician (5)
Senior Water Meter Reader
Field Service Representative
Water Meter Reader (2)
Accounting Technician II
Water Utility Locator
Water Quality Supervisor *
Water Quality Coordinator
Water Quality Technician
Cross Connection Control Specialist (2)
WASTEWATER
Wastewater Supervisor
Wastewater Ops Crewleader
Wastewater Ops Leadworker (3)
Wastewater Equipment Operator (5)
Senior Wastewater Pump Mechanic
Wastewater Pump Mechanic
Wastewater Service Worker (7)

ADMINISTRATION

Administrative Svcs Manager
Senior Administrative Analyst (2)
Administrative Analyst
Senior Accounting Technician
Accounting Technician II
Administrative Assistant
Administrative Secretary
Field Service Representative
Code Enforcement Officer I
Office Assistant II (5)

Deputy Director of Public Works

TRANSPORTATION

Transportation Manager
ENGINEERING / CIP
Principal Civil Engineer
Senior Traffic Engineer (2)
Traffic Engineering Technician
SIGNAL & LIGHTS MAINTENANCE
Traffic Signal/Light Crewleader
Traffic Signal Electrician (2)
Traffic Maint Service Worker (2)
Signs Leadworker *

ENGINEERING

City Engineer
CONSTRUCTION ENGINEERING
Construction Manager
Senior Construction Inspector (3)
Construction Inspector II
Contract Administrator (3)
DESIGN ENGINEERING
Principal Civil Engineer
Senior Civil Engineer (2)
Park Development Project
Coordinator
DEVELOPMENT ENGINEERING
Principal Civil Engineer
Senior Civil Engineer (2)
Real Estate & Project Manager
Senior Engineering Technician
Civil Engineering Assistant
WATER AND SEWER
ENGINEERING
Principal Civil Engineer
Senior Civil Engineer
Associate Civil Engineer
Assistant Civil Engineer
Civil Engineering Assistant
STORMWATER QUALITY
Environmental Service Manager
Admin. Environmental Specialist (2)

* Defunded positions: Landscape Maintenance Leadworker (1), Signs Leadworker (1), Street Equipment Operator (1), Tree Equipment Operator (1), and Water Quality Supervisor (1)



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: CREATION OF DEPUTY DIRECTOR OF PUBLIC WORKS JOB CLASSIFICATION
DATE: NOVEMBER 18, 2020

The Public Works Department is seeking to create the job classification of **Deputy Director of Public Works**.

The **Deputy Director of Public Works** classification will ensure effective and efficient coordination and oversight of at least two divisions of the Public Works Department. This position will perform job duties necessary to fulfill the department's operational goals and objectives. The classification will be FLSA exempt – Officials and Administrators and will be non-represented / non-associated. Full funding for the position is budgeted in the FY 2020-21 budget.

The pay range recommendation presented is based upon internal and external classification comparisons. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans. Market data for similar external classifications and comparison to internal classifications with comparable minimum qualifications, knowledge, skills, training, experience, breadth and scope of work were factors considered in establishing the pay range.

The Public Works Department and Human Resources Division have collaborated creation of the job classification and its inclusion into the City's classification plan at the recommended compensation level.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title: Deputy Director of Public Works

Proposed Pay Range: \$72.82 \$76.82 \$81.04 \$85.50 \$90.21

Recommendation: Amend the City's Classification Plan by approving the proposed Deputy Director of Public Works job classification and establishing the compensation

Attachment: Deputy Director of Public Works Job Classification Specification

Cc: Sean Crumby, Director of Public Works

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020

COUNCIL APPROVAL: NOVEMBER 2, 2020

JOB CODE:	0845
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	NON-ASSOCIATED
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS AND ADMINISTRATORS

JOB SUMMARY

Under general direction, assists with the overall management in providing oversight and direction of several divisions within the Public Works Department.

DISTINGUISHING CHARACTERISTICS

The Deputy Public Works Director is designated as "at-will" and is excluded from the competitive service of the City and the City's Classification Plan. The incumbent serves at the pleasure of the appointing authority and subject to discharge without cause and without right of appeal.

Deputy Public Works Director differs from the Director of Public Works in that the Deputy Public Works Director assists with the overall management of the department while the Director of Public Works is responsible for the overall administration of the department as well as planning, organizing and directing all City public works projects and responsibilities.

EXAMPLES OF ESSENTIAL DUTIES

- Assists the Director of Public Works in managing and directing the activities and operations of the Public Works Department
- Manages and directs a minimum of two divisions of the Department as assigned by the Director. These may include any combination of the Administration, General Services and Maintenance Operations, Utilities, Transportation and Engineering
- Assists in developing and implementing department goals, objectives, processes and procedures
- Coordinates the internal operations of assigned divisions with other City departments and outside agencies and organizations
- Develops performance standards and negotiates contracts and service agreements

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS

- Provides administrative support to the Director of Public Works ; assists with special projects as assigned, prepares complex reports for various state and federal agencies
- May assume responsibility for a division in the absence of the manager, if assigned by the Director
- Coordinates and assists with the generation of reports and presentations for the Public Works Commission and City Council
- Supervises and evaluates the work performance of assigned personnel; provides staff training; counsels and administers discipline
- Prepares budgets for all divisions; participates in the forecast of revenue, expenses and additional funds needed for staffing, equipment, materials, and supplies;
- Attends leadership, management, and public works training to stay abreast of industry best practices
- Works various hours, including nights and weekends as deemed necessary to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains a satisfactory attendance record
- Performs other related work as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and operations of public works engineering, maintenance and administration
- Ordinances, resolutions and laws affecting public works operations
- Advanced principles and practices of civil engineering including capital improvement program management, land development and subdivision, transportation planning, traffic engineering, and traffic operations
- Principles and practices of public administration, including municipal budgeting, research, analysis, report writing and presentation
- Principles and practices of effective employee supervision, including selection, training, mentoring, work evaluation and discipline
- Principles and practices of strategic planning and performance measurement

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS

Ability to:

- Provide management leadership to professional and administrative support staff
- Manage, supervise, train and evaluate assigned employees.
- Develop, implement and administer goals, objectives and procedures for providing effective public works services
- Maintain the confidence and cooperation of a variety of public officials, employees, and the public
- Prepare and administer large and complex budgets
- Allocate limited resources in a cost effective manner
- Collect relevant information, evaluate realistic options and responses, and implement appropriate courses of action
- Research, analyze and evaluate new service delivery methods, procedures and techniques
- Prepare clear and concise reports
- Interpret and apply Federal, State and local policies, procedures, laws and regulations related to public work projects
- Administer contracts and ensure compliance with contract provisions
- Communicate effectively, tactfully, and positively, both orally and in writing
- Establish effective working relationships with those contacted in the course of work

Education: Bachelor's degree from an accredited college or university in business or public administration, or other closely related field. A Master's degree in a related field is desirable.

Experience: Four (4) years' increasingly responsible professional or management level public works experience, including two (2) years as a supervisor or manager of professional and administrative personnel. Experience working directly for a California municipality is preferred.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Registration in the State of California as a Professional Engineer desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater facilities. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. May perform inspections of work in the field requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Prepared October 2020 PA



City of Huntington Beach
Public Works
Revised – FY 2020/21

Director of Public Works

MAINTENANCE OPERATIONS
AND GENERAL SERVICES

Operations Manager

Administrative Secretary

STREET MAINTENANCE

Street Maintenance Supervisor
Street Maintenance Crewleader
Street Maintenance Leadworker (2)
Street Equipment Operator (3) *
Maintenance Service Worker (5)

LANDSCAPE MAINTENANCE

Landscape Maintenance Supervisor
Landscape Maintenance Crewleader
Landscape Maint. Leadworker (3) *
Landscape Equipment Operator
Pest Control Specialist
Irrigation Specialist

TREE MAINTENANCE

Tree Maintenance Supervisor
Tree Maintenance Crewleader
Tree Maintenance Leadworker
Tree Equipment Operator (3) *
Maintenance Service Worker (2)

BEACH MAINTENANCE

Beach Operations Supervisor
Beach Maintenance Crewleader (2)
Sr. Facilities Maintenance Technician (2)
Beach Equipment Operator (2)
Beach Maintenance Service Worker

FLEET MAINTENANCE

Fleet Operations Supervisor
Equip/Auto Maint. Crewleader (2)
Equip/Auto Maint. Leadworker (3)
Equipment Support Assistant
Mechanic III (6)
Mechanic II (3)

FACILITY MAINTENANCE

Facilities Maintenance Supervisor
Facilities Maint. Crewleader (2)
Facilities Maintenance Technician (3)
Electrician

UTILITIES

Utilities Manager

WATER & SEWER ADMINISTRATION

Water Conservation Coordinator
Warehousekeeper
Stock Clerk (2)
Administrative Secretary

SCADA / GIS / SURVEY

Utilities Technology Coordinator
SCADA Technician
Survey Technician II (2)
GIS Analyst II (2)

WATER PRODUCTION/

Water Production Supervisor
Water Operations Crewleader
Water Operations Leadworker (2)
Water Systems Technician III (3)
Water Systems Technician II (5)

**WATER DISTRIBUTION / METERS /
QUALITY**

Water Distribution Superintendent
Water Dist. Maint. Crewleader (2)
Water Dist. Meters Crewleader
Engineering Aide
Water Dist. Maint. Leadworker (6)
Water Dist. Meters Leadworker (2)
Water Equipment Operator (4)
Water Service Worker (13)
Water Meter Repair Technician (5)
Senior Water Meter Reader
Field Service Representative
Water Meter Reader (2)
Accounting Technician II
Water Utility Locator
Water Quality Supervisor *
Water Quality Coordinator
Water Quality Technician
Cross Connection Control Specialist (2)

WASTEWATER

Wastewater Supervisor
Wastewater Ops Crewleader
Wastewater Ops Leadworker (3)
Wastewater Equipment Operator (5)
Senior Wastewater Pump Mechanic
Wastewater Pump Mechanic
Wastewater Service Worker (7)

ADMINISTRATION

Administrative Svcs Manager

Senior Administrative Analyst (2)
Administrative Analyst
Senior Accounting Technician
Accounting Technician II
Administrative Assistant
Administrative Secretary
Field Service Representative
Code Enforcement Officer I
Office Assistant II (5)

Deputy Director of Public Works

TRANSPORTATION

Transportation Manager

ENGINEERING/CIP

Principal Civil Engineer
Senior Traffic Engineer (2)
Traffic Engineering Technician

SIGNAL & LIGHTS MAINTENANCE

Traffic Signal/Light Crewleader
Traffic Signal Electrician (2)
Traffic Maint Service Worker (2)
Signs Leadworker *

ENGINEERING

City Engineer

CONSTRUCTION ENGINEERING

Construction Manager
Senior Construction Inspector (3)
Construction Inspector II
Contract Administrator (3)

DESIGN ENGINEERING

Principal Civil Engineer
Senior Civil Engineer (2)
Park Development Project
Coordinator

DEVELOPMENT ENGINEERING

Principal Civil Engineer
Senior Civil Engineer (2)
Real Estate & Project Manager
Senior Engineering Technician
Civil Engineering Assistant

**WATER AND SEWER
ENGINEERING**

Principal Civil Engineer
Senior Civil Engineer
Associate Civil Engineer
Assistant Civil Engineer
Civil Engineering Assistant

STORMWATER QUALITY

Environmental Service Manager
Admin. Environmental Specialist (2)

* Defunded positions: Landscape Maintenance Leadworker (1), Signs Leadworker (1), Street Equipment Operator (1), Tree Equipment Operator (1), and Water Quality Supervisor (1)



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: CREATION OF DIRECTOR OF ADMINISTRATIVE SERVICES JOB CLASSIFICATION
DATE: NOVEMBER 18, 2020

The City Manager's Office is seeking to create the job classification of **Director of Administrative Services**.

The **Director of Administrative Services** classification will ensure effective and efficient coordination and oversight of the Human Resources and Information Services Divisions. This position will perform job duties necessary to fulfill the department's operational goals and objectives. The classification will be FLSA exempt – Officials and Administrators and will be non-represented / non-associated. Full funding for the position is budgeted in the FY 2020-21 budget.

The pay range recommendation presented is based upon internal and external classification comparisons. The recommended compensation was determined in accordance with Personnel Rule 12-1 *Assigning Positions to Appropriate Ranges and Pay Plans*. Market data for similar external classifications and comparison to internal classifications with comparable minimum qualifications, knowledge, skills, training, experience, breadth and scope of work were factors considered in establishing the pay range.

The City Manager's Office and Human Resources Division have collaborated creation of the job classification and its inclusion into the City's classification plan at the recommended compensation level.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title: Director of Administrative Services

Proposed Pay Range: \$80.82 \$89.97 \$100.13

Recommendation: Amend the City's Classification Plan by approving the proposed Director of Administrative Services job classification and establishing the compensation

Attachment: Director of Administrative Services Job Classification Specification

Cc: Oliver Chi, City Manager

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020

COUNCIL APPROVAL: NOVEMBER 2, 2020

JOB CODE: 0800

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: NON-ASSOCIATED

FLSA STATUS: EXEMPT

EEOC CODE: OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction of the City Manager and/or Assistant City Manager, the Administrative Services Director is responsible for directing, planning, organizing, and managing the operations of the Administrative Services Department, including: Human resources, employee relations, risk management, and the information technology services of the City.

DISTINGUISHING CHARACTERISTICS

The Director of Administrative Services is a department head, responsible for all staff, functions and operations assigned to the Administrative Services Department.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, directs and oversees the operation, services and activities of the Administrative Services Department, including Human Resources, Risk Management, and Information Services;
- Provides professional and technical advice and assistance to the City Manager, Assistant City Manager, City Council, and Personnel Commission, and other Boards and Commissions, as needed, on matters pertaining to Human Resources and/or Information Services;
- Directs the Human Resources operation, which includes employee relations, labor negotiations, recruitment and selection, classification and compensation, training,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES

employee benefits, risk management, safety, workers compensation, liability claims and insurance, and loss prevention.

- Plans, prepares and represents the City in all employer-employee relations matters including labor negotiations for new and amended contracts, impasse resolution and grievance administration, and implements and administers labor contracts;
- Directs the Information Services operation, which includes developing, implementing and maintaining a City technology plan; establishing and maintaining a system of procedures for use and control of City's information technology and telecommunications systems, including hardware, software, and security solutions;
- Develops, plans, and implements departmental goals, objectives, policies and procedures; coordinates departmental activities with other City departments, outside agencies and organizations;
- Plans, organizes, directs and supervises the work of department staff; participates in staff development and training; coaches, motivates, monitors, corrects and evaluates staff performance; oversees functional areas assigned to division management; authorizes and recommends employee appointment, recognition, evaluation and discipline; administers city-wide personnel policies and procedures, and association memorandums of understanding;
- Oversees the development and administration of the department budget; participates in the forecast of revenue, expenses and supplemental funding requests; assists the deputy director and division managers with functional budgetary administration oversight; facilitates the development and administrative implementation of contracts for service;
- Participates in a variety of professional and public meetings and activities, working closely with citizen advisory boards; represents the City at community meetings, organizations, and other public sector agencies; provides staffing to advise a variety of City-sponsored and supported boards and commissions; participates in required training and strategic planning activities;
- Oversees and directs departmental office operations, maintains appropriate records, files, policies and procedures, coordinates workflow;
- Prepares reports, resolutions, ordinances, contracts, memoranda, letters and various forms of correspondence; prepares and presents oral and written reports;
- Maintains knowledge of current State, Federal, and/or local regulations regarding human resources and information technology activities, staying abreast of current trends.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced principles and practices of human resources, risk management, and information technology operations;
- Principles and practices of organization, administration, and personnel management and leadership, particularly as applied to the analysis and evaluation of programs, policies and operational needs;
- Principles and techniques of budget development and administration;
- Applicable Federal, State and local laws, ordinances, codes and regulations impacting human resources, risk management, and information technology operations;
- Principles of supervision, training and performance evaluation;
- Contract administration;
- Public sector customer service principles and practices.

Ability to:

- Directs, plans and organizes the activities of a comprehensive Administrative Services department within the framework of the City Charter, City Council and City Manager policies and direction;
- Fosters a supportive, team environment with an eye towards excellent customer service and continuous improvement;
- Exercises judgment, decisiveness and creativity required in situations involving the direction, control and planning of a diverse program operations;
- Coordinates, leads and balances the interests of a wide range of constituent groups including boards, commissions, committees, community partnerships and other public agencies;
- Evaluates and interprets complex data and information, and communicate data findings and recommendations clearly;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES

- Communicates and implements technology programs and systems as viable business solutions;
- Analyze issues and identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals; resolve conflicts;
- Interpret and apply city policies, procedures, rules and regulations;
- Develop and administer departmental policies, procedures and practices including the development of ordinances, resolutions, rules and regulations;
- Manage and direct staff; select, supervises, coach, counsel, train and evaluate staff;
- Prepare and administer a complex departmental budget;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Deliver and support departmental staff delivery of quality customer service.

Education: Bachelor's Degree in Public or Business Administration, Human Resources, Personnel, or a related field. A Master's degree is highly desirable.

Experience: Five (5) years of public sector experience at the management level, with specific knowledge and experience in the areas of human resources, risk management, and information systems. Experience working directly for a California municipality is preferred.

License/Certification: Possession of a valid Class "C" California Driver's License and an acceptable driving record are required by time of appointment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES

PHYSICAL TASK AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment and may involve extended periods at a computer keyboard or work station. Work involves sedentary to light work and requires sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; requires daily leaning, bending and/or stooping to perform work at a desk or to retrieve information; daily pushing, turning or twisting to move chair or body from desk; light grasping to hold a writing instrument or documents; firm grasping as needed to carry work files or to operate office equipment; finger dexterity to type on a computer keyboard; and hearing and speech to communicate in person, before groups, with staff and the public, and over the telephone. There is the need to lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. Also requires the ability to operate, maneuver and/or control equipment, machinery, tools and materials used in performing essential functions.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 11/2020



City of Huntington Beach Administrative Services Revised – FY 2020/21

Director of Administrative
Services *

Deputy Director of Admin
Services

HUMAN RESOURCES
Human Resources Manager

INFORMATION SERVICES
Chief Information Officer
Senior IT Manager
Administrative Assistant

RISK
MANAGEMENT

ADMINISTRATION

DEPARTMENT
SERVICES

LABOR
RELATIONS

INFRASTRUCTURE
IT Manager

APPLICATIONS
IT Manager

Risk Manager
Risk Management
Specialist

Senior HR Analyst
Personnel Assistant (2)
Administrative Assistant

Principal Personnel Analyst
Senior Personnel Analyst
Personnel Assistant (2)

Network Systems Admin
IT Analyst II
Senior IT Technician (2)
IT Technician I (2)
IT Technician III
Senior Telecom Technician

Senior IT Analyst (3)
IT Analyst II
IT Analyst III
IT Analyst IV (2)
GIS Analyst II

*Defunded positions: Director of Administrative Services



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: TRAVIS HOPKINS, ASSISTANT CITY MANAGER
SUBJECT: CREATION OF DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES JOB CLASSIFICATION
DATE: NOVEMBER 18, 2020

The City Manager's Office is seeking to create the job classification of **Deputy Director of Administrative Services**.

The **Deputy Director of Administrative Services** classification will ensure effective and efficient coordination and oversight of the Human Resources and Information Services Divisions. This position will perform job duties necessary to fulfill the department's operational goals and objectives. The classification will be FLSA exempt – Officials and Administrators and will be non-represented / non-associated. Full funding for the position is budgeted in the FY 2020-21 budget.

The pay range recommendation presented is based upon internal and external classification comparisons. The recommended compensation was determined in accordance with Personnel Rule 12-1 *Assigning Positions to Appropriate Ranges and Pay Plans*. Market data for similar external classifications and comparison to internal classifications with comparable minimum qualifications, knowledge, skills, training, experience, breadth and scope of work were factors considered in establishing the pay range.

The City Manager's Office and Human Resources Division have collaborated creation of the job classification and its inclusion into the City's classification plan at the recommended compensation level.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title: Deputy Director of Administrative Services

Proposed Pay Range: \$66.54 \$70.21 \$74.07 \$78.14 \$82.44

Recommendation: Amend the City's Classification Plan by approving the proposed Deputy Director of Administrative Services job classification and establishing the compensation

Attachment: Deputy Director of Administrative Services Job Classification Specification

Cc: Oliver Chi, City Manager

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020

COUNCIL APPROVAL:

NOVEMBER 2, 2020

JOB CODE:	0850
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	NON-ASSOCIATED
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS AND ADMINISTRATORS

JOB SUMMARY

Under administrative direction, the Deputy Director of Administrative Services assists the Director in planning, organizing and directing the activities of the Human Resources and Information Services divisions within the Administrative Services Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Director of Administrative Services

Supervises: Human Resources Manager, Information Technology Managers

DISTINGUISHING CHARACTERISTICS

The Deputy Director of Administrative Services is responsible for managing the Administrative Services Department activities and functions through subordinate management and supervisory staff. The incumbent participates in a variety of managerial committees, and manages the planning and implementation of a wide variety of complex activities, functions, and assignments. The Deputy Director has a broad scope of responsibility within the Administrative Services Department, including a high level of management oversight, budgetary accountability, and decision-making authority.

EXAMPLES OF ESSENTIAL DUTIES

- Assists the Director of in planning, organizing, and directing the activities and operations of the Administrative Services Department, including Human Resources, Risk Management, and Information Services;
- Assists in developing and implementing department goals, objectives, processes and procedures;
- Coordinates the internal operations of both divisions with other City departments and outside agencies and organizations;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

- Plans, organizes, and directs employer-employee relations matters including labor negotiations for new and amended contracts, impasse resolution and grievance administration, and implements and administers labor contracts;
- Develops performance standards and negotiates contracts and service agreements;
- Provides administrative support to the Director of Administrative Services; assists with special projects as assigned, prepares complex reports for various county, state and federal agencies;
- May assume responsibility for a division in the absence of the manager, as assigned by the Director;
- Coordinates and assists with the generation of reports and presentations for the Personnel Commission and City Council;
- Supervises and evaluates the work performance of assigned personnel; provides staff training; counsels and administers discipline;
- Prepares budgets for both divisions; participates in the forecast of revenue, expenses and additional funds needed for staffing, equipment, materials, and supplies
- Attends leadership, management, Human Resources, Risk Management, and Information Systems training to stay abreast of industry best practices
- Consults with program managers, supervisors and specialists on special conditions, technical, administrative, legal and legislative issues and unusual field problems; determines appropriate action for resolution of problems
- Ensures compliance with departmental programs and processes with local, State and federal regulations, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; interprets laws, regulations and legal provisions for departmental management; and evaluates and directs changes to department-wide policies, procedures and practices
- Works various hours, including nights and weekends as deemed necessary to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains a satisfactory attendance record
- Performs other related work as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

Knowledge of:

- Principles and practices of public administration, human resources, and information technology operations;
- Principles and practices of organization, administration, and personnel management;
- Principles and techniques of budget development and administration;
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Research and reporting methods, techniques, and procedures; sources of information related to a broad range of municipal programs and services;
- Principles of supervision, training, and performance evaluation;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Principles of supervision, training performance evaluation;
- Public sector customer service principles and practices.

Ability to:

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Provide management leadership to professional and administrative support staff;
- Manage, supervise, train and evaluate assigned employees;
- Evaluate and develop improvements in operations, procedures, policies, and methods;
- Develop, implement and administer goals, objectives and procedures for providing effective administrative services;
- Research, analyze and evaluate new service delivery methods, procedures and techniques;
- Prepare clear and concise reports and develop appropriate recommendations, both orally and in writing;
- Interpret and apply city policies, procedures, rules and regulations;
- Prepare and administer a complex departmental budget;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Deliver and support departmental staff delivery of quality customer service;.

Education: A Bachelor's degree from an accredited college or university in Public or Business Administration, Human Resources, Personnel, or a related field. A Master's degree in highly desirable.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

Experience: Four (4) years' increasingly responsible public sector experience, including two (2) years as a supervisor or manager of professional and administrative personnel. Experience working directly for a California municipality is preferred.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

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Administrative Assistant

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MANAGEMENT**

Risk Manager
Risk Management
Specialist

ADMINISTRATION

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SERVICES**

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